

PROBATION

POLICY DESCRIPTION FORM

Department/Group: Probation/L&J Budget Code: AAA PRB
 Title: Probation Vacancy Positions Reinstatement

PRIORITY: Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 993,081	\$ 1,042,735

CLASSIFICATIONS

[illegible]

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____

Total: \$ 993,081 \$ 1,042,735

REVENUE (specify source)

8700 State – Realignment	139,917	146,910
9000 Federal Title IV-E	148,583	156,010
9635 Investigation Fees	14,400	14,400
Total:	\$ 302,900	\$ 317,320

LOCAL COST	\$	690,181	\$	725,415
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Policy Item #1 – Probation Vacancy Positions Reinstatement

Clerk II – Position Numbers 02844, 02848, 02868

These are adult and juvenile positions responsible for processing of new cases from the courts for assignment to probation officers for investigations or for reassignment from investigation officers to case managers. Loss of these positions will create a backlog of cases and substantially delay processing of cases. These positions are the “horseshoe nail” in a long chain of events that leads to the ultimate resolution of juvenile and adult criminal cases.

Delays in the clerical processing inevitably lead to additional costs resulting from overtime to complete late reports and additional detention costs. These positions also update warrant information and conditions of probation. Failure to record this information results in either offenders remaining at large at a cost to community safety or erroneous arrests resulting in litigation against the county. We had obtained a certification list on a PR for 02868 several months ago and had selected a candidate. She failed background and we did not proceed with a second candidate because of a self-imposed “freeze” on filling vacancies that was started in November 2002, in anticipation of the effects from the spend-down plans.

Clerk IV – Position Number 04351

This position was vacated when the incumbent transferred to another department (ARMC). This position reports to the Administrative Manager and supervises the central administrative group comprised of one Clerk III, two Clerk II and one Clerk I positions. One position is currently vacant (Clerk III) and two of the authorized positions are currently filled with PSE's because of the current hiring controls and a long-term illness. The inability to fill this position significantly increases the level of overtime and is also currently requiring the use of staff from other divisions to properly perform the functions.

This position is the Probation Department's California Law Enforcements Terminal System (CLETS) Coordinator, manages the Automated Court/Probation Report distribution system, formats and assists with the publication of the Probation Department's internal publication, processes the Department of Justice billing for services, assists in the development of cross divisional reports and oversees the fingerprinting systems and submission process, the central reception area, mail distribution, central closed files of all adult and juvenile probationers, central ordering of clerical supplies and coordinates the issuance of County/Department ID

Division Director I – Position Number 11617

The DDI is responsible for overseeing the Day Reporting Center in the Central SB area, known as the Youth Justice Center. The DDI is directly responsible for 6 programs consisting of approximately 80 positions. These 6 programs/positions monitor approximately 1500 minors on Probation in the Central Valley area. The Day Reporting Center also houses a County School Program that has approximately 90 minors enrolled. There are approximately 5 separate grant funding sources that the DDI is directly responsible for monitoring compliance.

Probation Officer II – Multiple Position Numbers

Probation Officer II position numbers 04559 & 04582 are CST/QD positions responsible for intake of out-of-custody application for petitions from law enforcement agencies. These positions are partially funded by Title IV-E. The positions act as the front door to the juvenile justice systems. Cases diverted by these officers result in savings of substantial County costs. The absence of this diversion option may result in cases filed in the juvenile court with the commensurate costs of prosecution, defense and probation investigations resources. These officers directly reduce the number of probation officers required to complete more involved and time consuming court reports. Their diversion and prevention program also reduce end cost for supervision and placement of delinquent minors.

Probation Officer II position numbers 04573, 04597, 04608, 14965 & 16128 are Success and Aftercare positions that are substantially funded by Title IV-E and HSS Realignment revenues. These positions manage high-risk juvenile probationers. Their services reduce recidivism by these minors resulting in increased community safety and substantial county savings in out-of-home placement costs and CYA costs.

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Probation officer II positions number 09381 is an adult investigations positions. While completely county general funded at this time, they will be partially funded by Targeted Case Management claim next year. This function is mandated by Penal Code section 1203. Currently officers working overtime at additional expense complete the excess work created by these vacant positions.

Probation Officer II position number 75844 is the department's recruiting officer. It is currently vacant for obvious reasons. However, it will be a critical position immediately preceding the opening of the High Desert Juvenile Detention and Assessment Center. This will require the hiring of a large number of new Probation Corrections Officers and other positions in a very short time frame. It will be necessary to refill the recruiter position enough in advance of this effort to plan and organize a recruitment effort. Failure to fill this position at that time will result in a slow filling of positions over an extended period, adding to start-up costs or preventing opening of the facility on time, which is required per the County's agreement with the Board of Corrections

Supervising Accounting Technician – Position Number 09288

This position was vacated through an internal promotion. The position supervises a fiscal staff of five involved in processing technically complex documentation, such a MediCal, Foster Care/ SSI/ SSA and TANF applications, for various state/federal grants and entitlements. Hires and trains staff; assigns work and monitors workloads; evaluates work performance and prepares WPE's. Coordinates work schedules and provides temporary back-up as needed. The incumbent promoted to another position in Probation but must continue to provide operational oversight of the group while attempting to learn in the new position. We are using an existing staff member to help with the temporary supervision. This creates operational inefficiencies and delays the recovery of costs from grants and other sources of revenue.

This position also assists program staff assigned to various grants with program budgets/modifications, regulation interpretation, program planning and various other requests; interprets grant and entitlement regulations and implements procedures accordingly; prepares claims for state and federal grants. Verifies grant related expenses using time studies, spreadsheets, County FAS reports, Payroll Registers and other accounting documentation.

Other major functions include:

1. Maintains or supervises the maintenance of fiscal files and cost tracking systems in accordance with Generally Accepted Accounting Principles required by the County and other governmental agencies.
2. Audits a variety of payment documents for accuracy and compliance with established procedures and requirements. Processes necessary adjustments to reconcile fiscal transactions by researching discrepancies, and preparing corrected documents.
3. Provides advice to Chief Probation Officer and Deputy Chief Probation Officers in order to conduct program development that is consistent with requirements and restrictions of various grants and entitlements.
4. Researches statutes and regulatory updates to insure compliance with current internal procedures. Communicates both verbally and in writing with state and federal representatives to clarify regulatory intent.
5. Tracks and distributes incoming revenue for specific programs and/or departmental units. Provides, as needed statistical reports to management for program and budget purposes.